

# Chapter Grant Sub-awardees



NATIONAL  
CHILDREN'S  
ALLIANCE

## **REQUEST FOR PROPOSALS FY2010**

January 2011

## **OVERVIEW**

National Children's Alliance, under a cooperative agreement with the United States Department of Justice Office of Juvenile Justice and Delinquency Prevention (OJJDP), will administer \$15,110,000 in federal funds for State Chapter Support to Children's Advocacy Centers during calendar year 2011. Please note that specific grant category amounts may change.

### ***What is National Children's Alliance?***

Founded in 1988 by Congressman Bud Cramer, National Children's Alliance (NCA) is a membership organization that supports and advocates on behalf of Children's Advocacy Centers and multidisciplinary teams nationwide. Children's Advocacy Centers are facility-based programs, which utilize a multidisciplinary approach (including child protective services, law enforcement, medical, and mental health services, victim services and prosecution) to investigate and intervene in child abuse cases.

### ***Objectives***

The Victims of Child Abuse Act of 1990, as amended, authorizes the United States Department of Justice Office of Juvenile Justice and Delinquency Prevention to provide funds for the development and implementation of multidisciplinary child abuse investigation and prosecution programs. The objectives of this project are:

- To increase access to children's advocacy center services and improve the quality of CAC and multidisciplinary team response within states, through the National Children's Alliance state chapters
- To offer excellent support to grantees and to provide monitoring and oversight of the grants process

For the purpose of this solicitation, child abuse is defined as serious physical or mental injury, sexual abuse or negligent treatment of a child under 18.

### ***Eligibility***

In order to be considered for a grant, applicants must meet the following eligibility requirements:

- Applicants must be committed to helping communities establish or improve facility-based Children's Advocacy Centers, which meet the needs of abused children for support and protection in a safe, child friendly, and child focused environment.
- Applicants must be or designate a public or private, not-for-profit entity to receive and administer grant funds.
- Applicants must be eligible under the framework outlined in the Chapter's approved application to NCA.
- Accredited Children's Advocacy Centers, Associate/Developing Children's Advocacy Centers, Affiliate Members/Tribal MDTs, or Affiliate Members/Multidisciplinary Teams (in areas not currently served by a Children's Advocacy Center), are eligible as determined by the approved application of the State Chapter or Tribal grantee by NCA.
- Applicants who are current NCA Accredited, Associate/Developing, and Affiliate Members must be in good standing with National Children's Alliance:
  - Current with annual dues;
  - Current with reporting requirements (statistical and/or grant reports); and

- Signed license and accreditation materials as appropriate.

## **GRANT APPLICATION REQUIREMENTS**

**Failure to comply with any of the stated requirements will result in automatic disqualification.**

All Applicants:

- Must follow the format described in the application, address each question and required topic areas and meet the stated purpose and grant requirements.
- Must submit a narrative that is double-spaced, typed in Times New Roman size 12 font with a one inch margin on all sides. The program narrative must not exceed the 3 page limit. This page limit does not include cover sheets, budget and budget narratives or attachments.
- Must be non-profit or government agencies. Awardees will be required to include in the application their Tax ID number.
- Must propose budget costs that are in accordance with federal requirements. Proposed costs should be in line with current federal per diem rates which can be located at [www.gsa.gov](http://www.gsa.gov).
- Must include allowable costs under NCA guidelines. NCA does not fund requests that include unallowable items. For a listing of allowable and unallowable items, please see attachments. In addition, all awards must adhere to the Office of Justice Programs' Financial Guide and relevant OMB circulars.
- Can only apply for grants based on their membership status with NCA as of **October 12, 2010**, if the approved Chapter application required NCA Accreditation status for receipt of funding under this award.

## **GRANT CATEGORY**

All grant funds are to be used over a one-year period beginning on January 1, 2011 and ending on December 31, 2011.

### **State Chapter Support to Children's Advocacy Centers - Sub-awardees**

- **Eligibility**- NCA member organizations as outlined in the approved State Chapter or Tribal organization application to NCA.
- **Maximum Award**- \$10,000.00
- **Goals:**
  - To support the activities of the CAC in improving the quality of services to abused children through improving performance under any national standard for accreditation.
  - To support the efforts of CACs to implement evidence-supported and trauma-focused mental health services.
  - To support the efforts of CACs to improve the quality and access to medical evaluation services for child abuse victims.

- To support the efforts of CACs to increase the percentage of eligible clients served. Eligible clients are defined by MDT Protocols/MOUs.
- To support the efforts of CACs to expand access to their services.

### **Evaluation Criteria:**

#### **Program History**

- History of development including description of current program efforts. (This should be no more than 1 paragraph.)

#### **Proposed Project**

- Description of proposed plan and rationale
- Way in which this plan addresses one of the aforementioned identified goals of NCA for this grant category. **In order to receive approval, you must reference and plan to report on ONE (or more if you choose) National Children’s Alliance National Standard for Accreditation.**
- Plan including the following:
  - Assessment of need of project
  - Goals and objectives
  - Strategy for implementation and governance structure
  - Measurement for success and timeline

#### **Budget**

- Budget
- Budget Narrative

**\*Please keep in mind that equipment costs will be very closely scrutinized and must directly relate to service provision.**

**\*\*Grant award funds may NOT be utilized for the purchase or reimbursement of food/meals or furniture/soft furnishings. There will be no exceptions to this for FY10 grant awards.**

### **Grant Application Checklist**

There are three sections to the application. You must complete all sections for your application to be considered complete.

1. Applicant information – Please go to [www.CNCAC.org](http://www.CNCAC.org) and download the form. The form is in a writable word format and includes general organizational and applicant information. You can save the form on your computer, fill it out, rename the file “City, Organization name, AI” and email it to [calmdic@comcast.net](mailto:calmdic@comcast.net) together with the files listed below.

Geographic Information: In order to provide the annual update of the GAP Analysis Project you must provide information for your physical location and service area, based on the current **Signed Memorandum of Understanding (MOU) or Interagency Agreement.**

2. Project Narrative – The file should be “.doc” format. The narrative must be double-spaced, Times New Roman, 12 size font, with a one-inch margin on all sides, not to exceed 3 pages in length. The narrative must include the information outlined in the evaluation criteria.

Please be sure to address all of the sections within the identified page limitations. Please name your file "City, Organization name, PI"

3. **Budget Information**- Please go to [www.CNCAC.org](http://www.CNCAC.org) and download the form. The form is in a writable word format and includes budget table by categories as well as a field for your Budget Narrative. A clearly developed budget is requested that indicates how much funding will be allocated in each category. The Budget Narrative should contain a clearly defined break down of all costs proposed in the grant budget table.

The budget narrative should include the following information for each individual position for which funds are requested:

- Position Title
- Annual salary (if hourly include rate x hours = salary)
- Actual dollar amount (of the salary) funded by NCA
- Percentage of the annual salary (or hourly rate) funded by NCA
- Identify other sources used to pay the percentage not funded by NCA

For travel or training include the following information:

- Name of the training and location
- How many individuals attending (estimate if necessary)
- Per diem rate (for lodging) x (number of people) x (number of days)
- Travel cost
- Registration Fees (connected to training)

**\*Please note that grant funds may not be used to purchase or reimburse food/meals or furniture /soft furnishings. There are no exceptions to this for FY10 awards.**

Funds requested for purchases:

- Type of purchase
- Name of equipment
- Description of equipment
- Cost
- Location of equipment

**\*Please note that that equipment purchases will be very closely scrutinized and must directly pertain to service provision (ie. recording equipment for forensic interviews).**

Funds requested to conduct trainings:

- Consultant rate (meeting the federal daily rate of \$450.00 or less)
- Description and estimated cost of materials required to host the training
- Per diem rate (for lodging) x (number of people) x (number of days)
- Travel costs

Funds requested for Rent/Utilities:

- Type of utilities
- Estimated monthly breakdown of utility cost

- Rent payment/lease payment per month

Please save the Budget Information form on your computer, fill it out, rename the file “City, organization name, BT.”

**Annual Program Budget:** Current year operating budget including income and expenses. For newly operating programs, a projected budget will be accepted.

**\*Certify that You Have a Signed Memorandum of Understanding (MOU) or Interagency Agreement:** You will be asked to certify that you have a signed MOU or Interagency Agreement. Awardees may be required to submit this document as a part of the special conditions of their award. Awardees will be asked to provide information on their service area based on the current signed MOU.

**\*Resumes and Job Descriptions:** If you are requesting funds for a position, a job description and resume must be submitted as an attachment. If the position that you are requesting funding for has not been filled as of the application due date, no resume needs to be submitted.

## **How to Submit**

- Application **must be submitted via email to [calmdic@comcast.net](mailto:calmdic@comcast.net)** Upon submission, you will receive an email confirmation that your Chapter organization received your application. This confirmation will be emailed to the email address listed on your application form within 24 hours. If you do not receive such a confirmation, please follow up with the Chapter Representative before resubmitting it.
- Address each question and required topic area, and meet the stated purpose of the grant.
- No mailed or faxed copies will be accepted.
- Applicants must successfully submit and receive confirmation for their submission no later than **5:00 PM June 17th**

***Failure to comply with any of the above requirements will result in automatic disqualification.***

## **GRANT REVIEW PROCESS**

### **Applications**

All applications receive a two step review process. First, the Chapter conducts an internal review. The applications approved by their Chapter are forwarded to NCA for final budget approval following award notification and prior to the obligation, expenditure, or disbursement of grant funds. All awards will have special conditions which must be adhered to throughout the award period.

## **TIPS FOR WRITING GOALS, OBJECTIVES, AND PERFORMANCE MEASURES**

### Goals

Goals are expected outcomes that provide a program direction

- Goals should be working toward furthering the mission of the organization.
- Goals should not have time frames.
- Goals lend a sense of direction for the program and they are the reasons a program should be funded.

#### *Example of a Goal:*

To decrease the amount of time a child who has allegedly been sexually abused must wait to receive a child-friendly forensic exam by a qualified professional.

### Objectives

Objectives should contain the following elements:

- Time frame,
- Target of the change,
- Results to be achieved, and
- Specific tasks and the person responsible for performing the task.

#### *Example of an Objective:*

To provide on-site forensic medical exams to 90% of alleged child victims of sexual abuse in Cumberland County as designated by the agency's signed protocol. The CAC director will hire a pediatric SANE nurse by January 15, 2011 to conduct on-site medical exams.

### Performance Measures

- Performance measures evaluate whether the objectives have been achieved.
- Performance measures should be concrete and state how the success of an objective will be quantified.
- Performance measures should include a timeframe for measuring success.

#### *Examples of Performance Measures:*

1. Forensic medical evaluations will be provided at the Cumberland County CAC to at least 60 alleged child victims of sexual abuse during the time period of January 2011-December 2011 as measured by statistics kept by the center's case tracking software.
2. During this grant year, 100% of the cases as defined by agency's signed protocol will be referred for a medical evaluation.

### Resources

Kettner, P.M., Moroney, R.M. & Martin, L.L. (1999) Designing and Managing Programs: An Effectiveness-Based Approach. Thousand Oaks: Sage Publications.

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# **Attachments**

***NATIONAL CHILDREN'S ALLIANCE PROVIDES FUNDING THROUGH A COOPERATIVE AGREEMENT WITH THE UNITED STATES DEPARTMENT OF JUSTICE, OFFICE OF JUVENILE JUSTICE AND DELINQUENCY PREVENTION.***

***Allowable Costs***

*Use the following list of Allowable and Unallowable costs as a guideline. It does not mention every item(s) that is allowed for purchase with NCA funds. All costs must be incurred during the grant year. Please direct questions about specific items to the Grants Management Department at 1-800-239-9950. For additional information always consult the DOJ Financial Guide at [http://www.ojp.usdoj.gov/financialguide/09\\_financial\\_guide.pdf](http://www.ojp.usdoj.gov/financialguide/09_financial_guide.pdf).*

**Travel**

- Airfare, railway fare, bus fare
  - Most economical fare (coach class)
- Shuttle service and taxicab fares
  - To/from/between airports, hotels, and conference centers ONLY
- Tolls
- Parking fees
- Rental Cars (no car rental authorization is needed)

**Lodging**

- Up to the maximum federal lodging rate for the city + applicable taxes \*
  - Available at [www.gsa.gov](http://www.gsa.gov)
- Per diem rate (for lodging) x (number of people) x (number of days)

**Training**

- Registration fees
- Rental of conference rooms, meeting space, staff offices
- Equipment rental

**Mileage**

- Auto travel to meetings, trainings, and work-related events for staff and consultants
- Up to the maximum federal mileage rate
  - Available at [www.gsa.gov](http://www.gsa.gov)
- Gas reimbursement only if mileage reimbursement is not requested

**Consultant**

Defined as anyone not on agency's payroll and receiving compensation for work.

- Up to the maximum daily consultant rate: \$450/day based on a 8 hour day, if a consultant works less than 8 hours follow the rate of \$56.25 a hour

- Trainers
- Speakers
- Professional services
- Computer Technicians
- Therapists
- Interviewers
- Nurses
- Any individual conducting contract work on the CACs behalf (medical exams, therapy, accountants, etc.).

### **Personnel**

- Salaries
- Fringe benefits

### **Printing**

- Costs associated with printing materials (in-house or outsourced)

### **Supplies/Equipment**

- General office supplies and equipment
- Computer equipment (purchase or lease)
- Computer Software (for computers located/operated by the CAC)
- Interviewing equipment
- Medical equipment
- Database materials
- Storage equipment
- Materials for therapy and forensic interviews (i.e. anatomical dolls, art supplies)

### **Rent/Utilities**

- Rent/lease of space for agency
- Electric, gas, water
- Telephone, Internet, teleconferencing
- Maintenance and grounds keeping services
- Insurance

### **Other**

- Postage
- Publications and Periodicals (i.e. medical journals, advocacy related, managerial)
- Publicity (i.e. Brochures, ads, signs)
- Recording, transcription, or translation services
- Membership fees for organizations other than National Children's Alliance
- NCAtrak

\* All **OJP-funded contracts for events that include 30 or more participants** (both Federal and non-Federal) lodging costs for any number of attendees requiring lodging must not exceed the Federal per diem rate for lodging. In the event the lodging rate is not the Federal per diem rate or less,

**none** of the lodging costs associated with the event would be allowable costs to the award. As a result, the recipient would be required to pay for all lodging costs for the event, not just the amount in excess of the Federal per diem. For example, if the Federal per diem for lodging is \$78 per night, and the event lodging rate is \$100 per night, the recipient must pay the full \$100 per night with non-grant funds, not just the difference of \$22 per night.

### **Unallowable Costs**

- Any expenditure that is not directly related to the Children's Advocacy Center and the mission of the CAC is unallowable.
- Any activity or payment related to lobbying or fundraising (to finance related or complementary project activities) is unallowable.

### **Travel**

- Recreational trips during a conference (from training center to mall or restaurant)
- Cancellation fees or ticket change fees

### **Lodging**

- Telephone, Internet charges, laundry, movie costs, or mini bar charges incurred at the hotel

### **Training**

- Entertainment
- Sporting events
- Passport charges or visa fees
- Cancellation fees
- Attrition fees

### **Meals & Incidentals**

- No grant funds may be used to purchase or reimburse meals or food.

### **Personnel**

- Dual compensation of salaried employees
- Stipends for attending training
- Bonuses
- Health Insurance reimbursement unless purchased through the CAC
- Salary for employees or consultants for time spent lobbying or fundraising

### **Rent/Utilities**

- Late fees

- Indirect costs or administrative fees (i.e. An agency pays a percentage of a building's total utility fees), unless these are documented by receipts/invoices and proofs of purchase with clear indication of the agency's percentage

### Other

- Land acquisition
- Corporate Formation fees
- Non-profit incorporation fees
- NCA Annual Membership fees
- NCA Re-evaluation fees
- New construction
- Routine renovations
  - Except for the purpose of enhancing the facility's ability to accommodate children and that further the objective of the CAC
- Remodeling
- Mortgages
- Capital campaigns
- Vehicle purchases
- Alcohol purchases
- Furniture of any kind or soft furnishings of any kind
- Refrigerators (unless used for medical purposes) and kitchen appliances
- Artwork (i.e. Paintings, murals, frames, sketches, sculptures).
  - NCA grant funds cannot be used for paintings, murals, frames, etc. even if the center deems it child appropriate/child friendly.
- Giveaways of any kind- examples:
  - Toys (Therapeutic Toys used during therapy or interviews are allowable)
  - Clothing items
  - Food and beverages (even for children who come for an interview)